



Policy: 4007
Procedure: 4007.13
Chapter: Secure Facilities
Rule: Secure Facility Safety Inspections

Effective: 02/12/2007
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Purpose:

Arizona Department of Juvenile Corrections (ADJC) strives to maintain a safe and secure environment for employees, juveniles, visitors, and contractors in ADJC secure facilities through the establishment of daily, weekly, and monthly inspection teams at each secure facility. Each inspection team shall perform routine safety inspections of buildings, grounds, and equipment to identify potential safety hazards so that actions can be taken to correct unsafe conditions.

Index:

1. [Definition of Standards](#)
2. [Daily Inspections](#)
3. [Weekly Inspections](#)
4. [Monthly Inspections](#)

Rules:

1. **Definition of Standards:**
 - a. **Satisfactory (SA)** = meets expected standard of sanitation and/or equipment is operational;
 - b. **Unsatisfactory (UN)** = does not meet expected standard of sanitation and/or equipment is not operational or working properly;
 - c. **Not Applicable (NA)** = does not apply;
 - d. **Urgent (UR)** = a security/life/safety issue that requires immediate attention such as:
 - i. Non Functioning Doors;
 - ii. Inoperable Door Locks;
 - iii. Inoperable Group Release Locking Systems;
 - iv. Broken Toilets;
 - v. Inoperable Fire Alarm Systems;
 - vi. Inoperable Exit Signage and Exit Lighting;
 - vii. Breakdown of HVAC (Heating, Ventilation, Air Conditioning) System; or
 - viii. Loss of Water Supply.
2. **Daily Inspections:**
 - a. The **SHIFT LEADER/AREA SUPERVISOR OR THIRD SHIFT HOUSING UNIT EMPLOYEE** shall:
 - i. Inspect his/her assigned unit for safety and sanitation compliance;
 - ii. Complete all applicable sections of Form 4007.13B Inspection Checklist;
 - iii. Ensure items noted **UR** (Urgent) regarding safety and/or sanitation deficiencies are corrected within 30 minutes;
 - iv. Ensure for the safety and welfare of affected employees and juveniles until deficiencies are corrected;
 - v. In the event items noted **UR** (Urgent) regarding safety and/or sanitation deficiencies cannot be corrected within 30 minutes:
 - (1) Contact the Security Officer in Charge, if applicable; and
 - (2) Relocate involved employees and juveniles to a safe room or area.
 - vi. Retain Inspection Checklists in a central binder for the Area Manager's review and follow up;

Procedure No. 4007.13 Secure Facility Safety Inspections

Page 2 of 3

- vii. Ensure employees:
 - (1) Submit automated work orders via the Facilities Management link on the ADJC Intranet (MP2 requests) within 1 hour for all deficiencies requiring maintenance; and
 - (2) Attach a copy of each work request to the Inspection Checklist.
- b. The **AREA MANAGER** shall:
 - i. Maintain Daily Inspection Checklists in a central binder for a period of 90 days;
 - ii. Retain a hard copy of all work orders until the work has been satisfactorily completed;
 - iii. Coordinate correction of unsatisfactory deficiencies or produce a plan to correct unsatisfactory deficiencies within one work day;
 - iv. Address safety, cleanliness/housekeeping, and maintenance issues with his/her respective employees;
 - v. Follow-up on all pending MP2 requests weekly; and
 - vi. Ensure the Physical Plant Supervisor and Security Captain are contacted for all urgent items.

3. Weekly Inspections:

- a. **EACH SECURE FACILITY SUPERINTENDENT** shall establish a Weekly Inspection Team to consist of the managers/supervisors of the following targeted areas:
 - i. Food Service – Food Service Manager;
 - ii. Housing Units – Housing Unit Managers;
 - iii. Education Buildings – Education Principal;
 - iv. Medical – Nursing Supervisor;
 - v. Maintenance – Physical Plant Supervisor;
 - vi. Chapel – Chaplain;
 - vii. Administration Building and Vehicles – Security Captain;
 - viii. Warehouse – Business Manager; and
 - ix. Separation - MHTC.
- b. **INSPECTION TEAM MEMBERS** shall:
 - i. Ensure all daily inspection checklists and inventories are completed for their assigned areas in accordance with ADJC Policy and Procedure;
 - ii. Conduct weekly safety and security inspections for their assigned areas;
 - iii. Complete Form 4007.13A Secure Facility Safety and Security Inspection Form that includes:
 - (1) A review of all daily checklists;
 - (2) Identified unsafe conditions within their area; and
 - (3) An action plan for correcting unsafe conditions.
 - iv. Submit completed weekly safety and security inspection forms to the Facility Superintendent by Monday of the following week.
- c. **EACH SECURE FACILITY SUPERINTENDENT/DESIGNEE** shall:
 - i. Review all weekly inspection reports for unsafe conditions and problem areas;
 - ii. Ensure corrective action plans are followed through on; and
 - iii. Follow-up with area supervisors and maintenance to resolve unsafe conditions as soon as possible.

4. Monthly Inspections:

- a. **EACH SECURE FACILITY SUPERINTENDENT** shall:
 - i. Establish a Monthly Inspection Team to consist of:
 - (1) Assistant Superintendents;
 - (2) Security Captains; and
 - (3) Designated specialists as required.
 - ii. Ensure Monthly Inspection Team members:
 - (1) Have attended OSHA fire/safety training and yearly updates;

Procedure No. 4007.13 Secure Facility Safety Inspections

Page 3 of 3

- (2) At BCS, CMS, and EPS, complete monthly safety inspections by one person on a rotating basis; and
 - (3) At AMS, complete monthly safety inspections by at least two persons on a rotating basis.
- b. When completing monthly safety inspections, **MONTHLY INSPECTION TEAM MEMBERS** shall:
 - i. Review the prior month's weekly inspections for problem areas;
 - ii. Complete one Form 4007.13A Secure Facility Safety and Security Inspection Form for each of the following areas:
 - (1) Food Service;
 - (2) Housing units (1 each);
 - (3) Education Buildings;
 - (4) Medical;
 - (5) Maintenance;
 - (6) Chapel;
 - (7) Administration Building/Grounds/Vehicles; and
 - (8) Warehouse.
 - iii. Submit monthly safety and security inspection forms to the Facility Superintendent by the 5th day of the following month to include:
 - (1) Identified unsafe conditions within each area; and
 - (2) A proposed action plan for correcting unsafe conditions.
- c. **EACH SECURE FACILITY SUPERINTENDENT** shall:
 - i. Review all monthly safety and security inspection forms for continued unsafe conditions and other problem areas;
 - ii. Follow-up with area supervisor and maintenance to resolve unsafe conditions and problem areas as soon as possible; and
 - iii. Ensure corrective action plans are completed.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/07/2007	Kellie M. Warren Psy.D		